

	Johnson Space Center Policy Directive	JPD No.:	3280.1
		Effective Date:	9/3/02
		Expiration Date:	10/12/12
		(Revalidated)	10/12/07

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Compliance is Mandatory

The Hiring of Retired Military Astronauts into Civil Service Astronaut Positions

Responsible Office: AH – Human Resources Office

1. POLICY

1.1 In order to retain key critical skill and expertise JSC will, on a case-by-case basis, explore the option of hiring a limited number of military astronauts as civil service astronauts.

1.2 Criteria used in these hiring decisions and priorities include, but are not limited to:

- a. Center's hiring authority
- b. Center's critical skill requirements
- c. Past performance
- d. Filling a high level technical or managerial position
- e. Employee's current assignment
- f. Military retirement status (optional v. mandatory)
- g. Special circumstances

2. APPLICABILITY

2.1 This JSC Policy Directive (JPD) applies only to hiring military astronauts into civil service astronaut positions. It does not apply to hiring military astronauts into non-astronaut civil service positions.

2.2 This JPD is applicable to all JSC organizations.

3. AUTHORITY (All document citations are assumed to be the latest version unless otherwise noted.)

5 Code of Federal Regulations (CFR) 213.3101 Subpart C

Verify correct version before use at

<http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml>.

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4. APPLICABLE DOCUMENTS (All document citations are assumed to be the latest version unless otherwise noted.)

N/A

5. RESPONSIBILITY

5.1 Military astronauts shall submit an official request for a civil service astronaut position, in writing, to the Chief of the Astronaut Office at least 1 year in advance of the date of planned military retirement.

5.2 The Director of Flight Crew Operations and the Chief of the Astronaut Office shall review these requests and make recommendations to Center management.

5.3 The Center Director, in consultation with the Director of Human Resources, shall make the final decision.

5.4 Questions about this policy or military retirement plans should be discussed with the Chief of the Astronaut Office or appropriate Human Resources Representative.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENT/VERIFICATION

Hiring metrics will be maintained in the Human Resources Office.

8. CANCELLATION/RECISION

N/A

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Director

Distribution:
JDMS

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